

Inventory Tracking Electronic Asset Management System (ITEAMS) Training

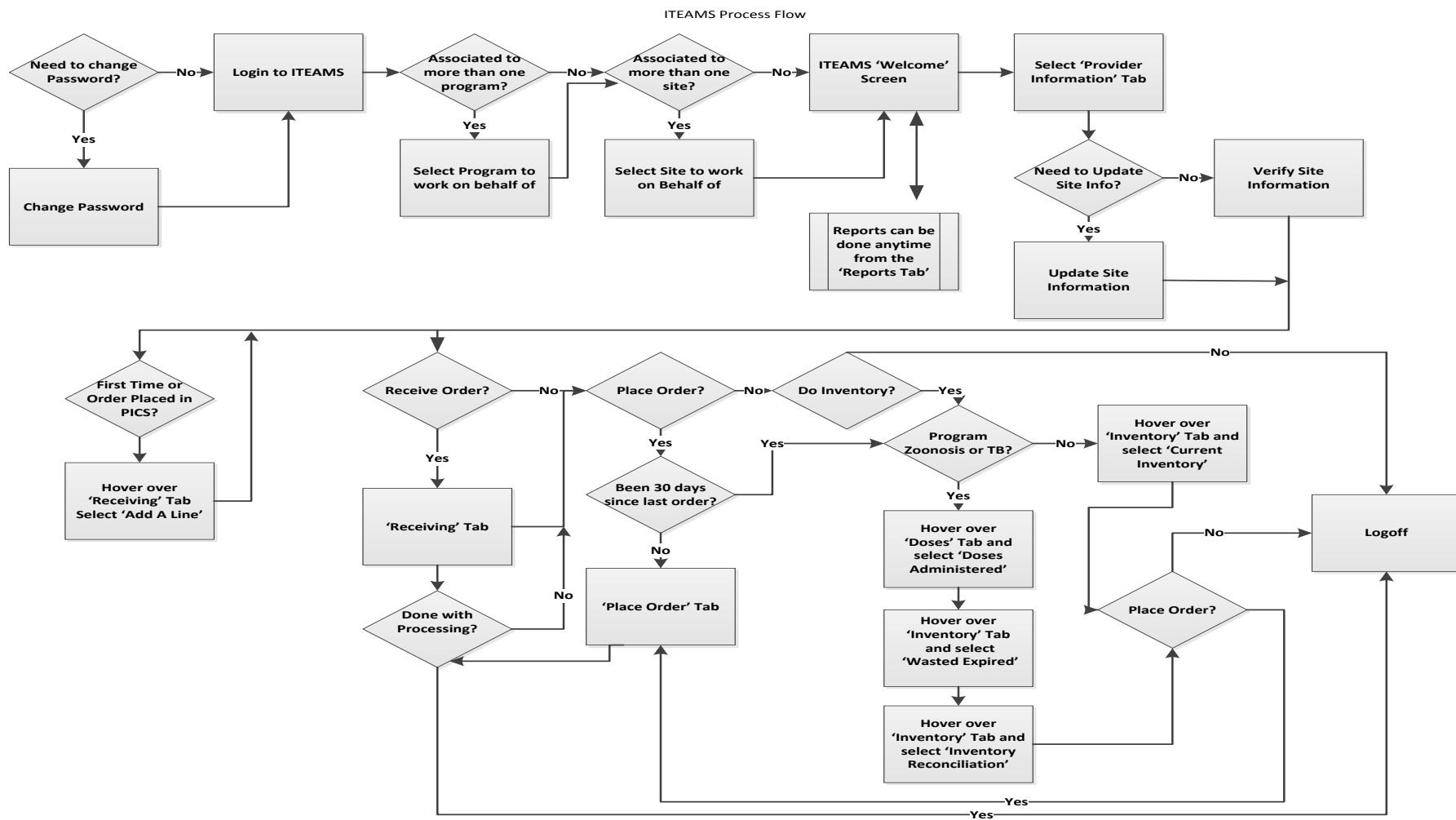


Extended Provider Network (EPN) Training

Information

- Slides of presentation will be posted to:
 - <http://www.dshs.state.tx.us/iteams/>
- Points of contact:
 - ITEAMS.PharmacyHelpdesk@dshs.texas.gov
 - iteams.helpdesk@dshs.state.tx.us.

Overview



ITEAMS Functionality

- Security by region, program and site
- Ability for user to change password
- Ability for user to change hours of operations, contact, and address
- Requirement to complete inventory before going to Bulk Order screen
- Inventory Tracking
- Orders
- Reports

Required Activities

Each month, the user must complete the following activities in the defined order:

1. Conduct **Receiving** activities
2. All Users must reconcile their inventory:
 - ☐ Hansen's, Refugee, and STD will count what they have on hand and enter it into the **Current Inventory** Screen.
 - ☐ TB and Zoonosis will record expired/wasted items using the **Inventory Wasted/Expired** Record and **Units Distributed** for previous calendar month. They will reconcile the site's physical inventory with the system's automated inventory using the **Inventory C-33 Screen**

Before an order is placed, a user must :

Verify the information on the **Information** screen to include:

- Demographics
- Hours of Operation
- Contact name, phone and email address

Log In

SECURITY:

User Name (six characters)
provided by IT

Password (eight character strong
password)

- IT emails a generic password
- User's have the ability to change password
- After three failed attempts – locked out of account
- Ability to reset by calling the Help Center or email

ITEAMS.PharmacyHelpdesk@ds.hs.texas.gov

The screenshot shows the login page for the Texas Department of State Health Services. At the top, there is a header with the text "Skip navigation links" and a "Sign In" button with a green arrow icon. Below the header is the Texas Department of State Health Services logo, which features a stylized figure holding a star. The main content area is titled "SIGN IN" and contains the following text: "Welcome to Dev/Test. This is not Production." and "Enter your user name and password to sign in." Below this text are two input fields: "User Name:" and "Password:". At the bottom of the form are two buttons: "OK" and "Cancel". Below the form is a link that says "Change Password".

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Log In

Once you log in with your generic password, you will be required to change your password immediately.

To change, you do not need to log in just:

Click **Change Password (Sign-In Screen)**



The screenshot shows a 'SIGN IN' window. At the top, it says 'Welcome to Dev/Test. This is not Production.' Below that, it says 'Enter your user name and password to sign in.' There are two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field are 'OK' and 'Cancel' buttons. At the bottom of the window, there is a link that says 'Change Password'. A red arrow points to this link. At the very bottom of the window, it says 'Copyright © 2013 Upp Technology Inc. All rights reserved.'

The system returns a second menu

User Name – six characters

Old Password - generic password sent via email

New Password – select a new password containing 8 characters with one uppercase or lower alpha character, one number, and one special character **Note:** do not recommend using the number zero or letter O or number one or uppercase I or lower case l

Example of a good password: **Pig6fly#**

Confirm Password – same password as entered **New Password**

Click **Change Password**



The screenshot shows a 'Change Password' form. It has four input fields: 'User Name' (containing 'pscyru'), 'Old Password' (containing seven dots), 'New Password' (containing seven dots), and 'Confirm Password' (containing seven dots). To the right of the 'Confirm Password' field, it says 'No Match' in red text. Below the input fields are two buttons: 'Return to Sign In' and 'Change Password'. A red arrow points to the 'Change Password' button. At the bottom of the form, it says 'Copyright © 2013 Upp Technology Inc. All rights reserved.'

Log In

Note: You must enter exact same password in both the **New Password** and **Confirm Password** fields.

Note: The 'no match' in red displays until you click on **Change Password**. Ignore the 'no match'. It shows if the password matches or not. You will get an error if the passwords do not match.

Once you have received the popup message stating **Password reset**, click **OK**. Click on **Return to Sign In** to log into the system with the new password.



User Name

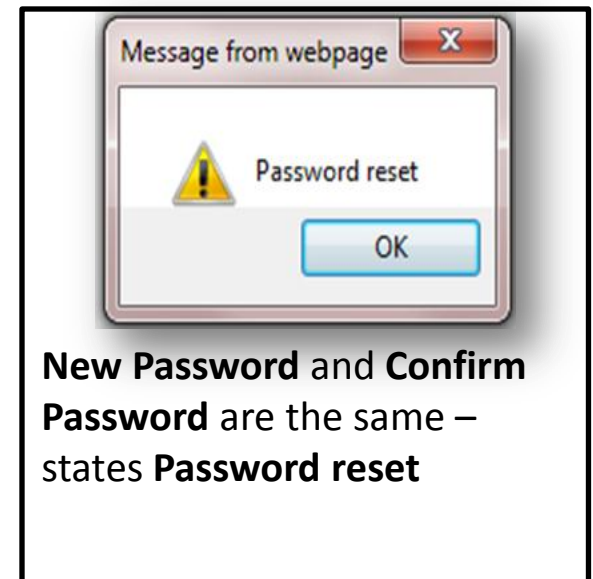
Old Password

New Password

Confirm Password No Match

[Return to Sign In](#) [Change Password](#)

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Log In – Error Message

New Password and **Confirm Password**
are not the same - Message appears after
'change password' selection.

User Name

Old Password


New Password

Confirm Password No Match

[Return to Sign In](#) [Change Password](#)

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Message from webpage

 Please correct the following errors:
- The value for Password must match the value for Confirm Password.

[OK](#)

Log In

Go to the **Log in** page to enter:

User Name: the 6 character assigned name

Password: password containing 8 characters with one uppercase or lower alpha character, one number, and one special character (created on page 7)

Note: After three failed attempts to log in, you will be locked out. If you are locked out or need to change your password, you must contact the Help Center staff or ITEAMS.PharmacyHelpdesk@dshs.texas.gov



The image shows a 'SIGN IN' dialog box with a title bar containing a maximize icon and the text 'SIGN IN'. The main content area has a light blue background. It starts with the text 'Welcome to Dev/Test. This is not Production.' followed by 'Enter your user name and password to sign in.' Below this are two input fields: 'User Name:' and 'Password:'. At the bottom of the input area are two buttons: 'OK' and 'Cancel'. Below the input area is a 'Change Password' button. The dialog box has a standard Windows-style border.

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Select Program

After clicking **Ok** on the **Sign In** page, the system opens a screen, **Select Program**, with a list of all programs assigned to you.

To select a program, you can:

- Double click the program name

- Highlight the program and click the **Select** button.

Skip navigation links

Sign Out

Hello pscyr

SELECT PROGRAM

Code	Program name
HD	Hansen's Disease
RHS	Refugee Health Screening
STD	STD program
TB	Tuberculosis Elimination Program
ZOO	Zoonosis


Select

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Select Site

After clicking **Select** on the **Select Program** page, the system opens a screen, **Customer Regions** with a list of all sites within your geographically assigned area.

Program: Zoonosis

 **CUSTOMER REGIONS**






Site Code

Site Name

Region

County

Go

  1  of 3  

27 Items | 10 /Page | Go

Site Code	Site Name	Address 1	Address 2	City	State	ZIP
01-381000000	DSHS - HSR01sub Canyon	300 Victory Drive		Canyon	TX	79016
02-049010000	Brownwood-Brown County HD - LHD	510 East Lee St	P.O. Box 1389	Brownwood	TX	76801
02-441000000	DSHS - HSR02sub Abilene	4601 S. First St., Suite L		Abilene	TX	79605
02-441010000	Abilene-Taylor County HD - LHD	850 North 6th Street		Abilene	TX	79601
02-485010000	Wichita Falls - Wichita County HD - LHD	1700 Third St		Wichita Falls	TX	76301
03-085010000	Collin County Health Care Svcs - LHD	825 N McDonald St	Ste 130	McKinney	TX	75069
03-121010000	Denton County HD - Denton - LHD	535 S. Loop 288 Suite 1003		Denton	TX	76201
03-439000000	DSHS - HSR 03 Arlington	1301 South Bowen Rd.	Chase Bank Bldg., Ste. 200	Arlington	TX	76013
04-423000000	DSHS - HSR 4/5 Tyler	1517 West Front St.		Tyler	TX	75702
04-449060000	DSHS - HSR04sub Mount Pleasant	1014 N. Jefferson		Mount Pleasant	TX	75455

Select


Select Site

To retrieve a specific site, you can:

- Enter a specific Location code in the **Site Code** which retrieves one specific account
- Enter a specific site in the **Site Name** or a partial name
 - If you enter the exact site's name, the system retrieves one specific account
 - If you enter a part of the first name, i.e. DSHS, the system retrieves all accounts called DSHS XXXX
- Enter a specific or first part of the **County** name retrieves all the accounts residing in the county.

Click **Go**

Program: Zoonosis





 **CUSTOMER REGIONS**

Site Code

Site Name

Region

County

  1  of 3  

27 Items /Page

Site Code	Site Name	Address 1	Address 2	City	State	ZIP
01-381000000	DSHS - HSR01sub Canyon	300 Victory Drive		Canyon	TX	79016
02-049010000	Brownwood-Brown County HD - LHD	510 East Lee St	P.O. Box 1389	Brownwood	TX	76801
02-441000000	DSHS - HSR02sub Abilene	4601 S. First St., Suite L		Abilene	TX	79605

Select Site

To open a specific account:


Highlight and double click; or

Highlight and click **Select**

The system refreshes the screen and opens the **Welcome** tab.

The clinic name is displayed at the top of the tabs.

Program: Zoonosis






 **CUSTOMER REGIONS**

Site Code

Site Name

Region

County

  1  of 3  

27 Items /Page

Site Code	Site Name	Address 1	Address 2	City	State	ZIP
01-381000000	DSHS - HSR01sub Canyon	300 Victory Drive		Canyon	TX	79016

Program: Zoonosis - Customer: DSHS - HSR01sub Canyon

 Welcome  Provider Information  Receiving  Doses  Inventory  Place Order  Reports  Help

Program/Site User Log-In Profiles

One Program/One Site

If you are not assigned at least 1 program and 1 site, you will not be able to log in.

Single Program/Multiple Sites

*If you are assigned one program, you will not see the **Select Program** Screen. The system will select your assigned program then present the **Select Site** Screen.*

Single or Multiple Programs/Single Site

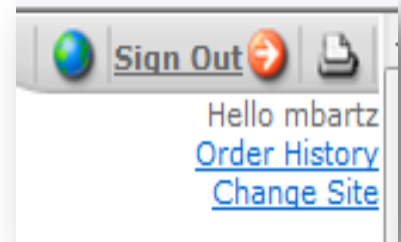
*If you are assigned one site only, you will not see the **Site Selection** Screen. The system will select the site for you then present the **Welcome** Screen.*

Multiple Programs/Multiple Sites

*If you have multiple programs and multiple sites you will need to pick from both the **Select Program** Screen and the **Select Site** Screen.*

Changing Sites

If you click on **Change Site** on the upper right portion of your screen, the system returns you to the **Customer Regions** screen to proceed with selection of another program and site.



Program: Zoonosis

CUSTOMER REGIONS

Site Code

Site Name

Region

County

1 of 3 27 Items 10 /Page

Site Code	Site Name	Address 1	Address 2	City	State	ZIP
01-381000000	DSHS - HSR01sub Canyon	300 Victory Drive		Canyon	TX	79016
02-049010000	Brownwood-Brown County HD - LHD	510 East Lee St	P.O. Box 1389	Brownwood	TX	76801
02-441000000	DSHS - HSR02sub Abilene	4601 S. First St., Suite L		Abilene	TX	79605

Welcome or Landing Page

Welcome or landing page:

- Announcements
- Tasks sequence

New: Facility identifier and each tab has a submenu, you must click on to open the screen.



Note: Doses Label cannot be changed.

Messaging....

This message will not only appear when the provider logs in, it will reappear each time a provider clicks on any tab. **Note:** Number in parenthesis shows how many orders/transfers this provider has under the **Receiving** tab.



Provider Information

Critical for successful shipments:

☐ Hours of Operation

Hours Of Operation

	Open		Lunch Start		Lunch End		Close	
Monday	08	00	13	30	14	30	17	00
Tuesday	08	00	00	00	00	00	17	00
Wednesday	08	00	13	30	14	30	17	00
Thursday	08	00	00	00	00	00	17	00
Friday	00	00	00	00	00	00	00	00
Saturday	00	00	00	00	00	00	00	00
Sunday	08	00	12	30	13	00	17	00

☐ Demographics

PROVIDER

Shipping Information

Name: Victoria City-CO HEALTH CENTER

Address 1: 175 MAIN STREET

Address 2:

City: VICTORIA

State: Texas

ZIP: 77904

County: VICTORIA

☐ Contact Email/Phones

Contacts						
First Name	Last Name	Phone	Phone 2	Email	Fax	Primary
TERRIE	OREGANO	(555) 888-8888		VACCINES@FAKEOFFICE.COM	(555)599-8292	<input checked="" type="checkbox"/>

Provider Information

Changes to **Hours of Operation** – must comply!

Scenarios shown (must be in military time):

Monday: Site is open from 8:00 a.m. – 12:00 p.m. – closed for lunch from 12:00 p.m. to 1:00 p.m. and open until 5:00 p.m.

Tuesday: Site is open from 9:00 a.m. – 5:00 p.m. – not closed for lunch

Wednesday: Site is open from 8:00 a.m. – 11:00a.m.– closed for lunch from 11:00 p.m. to 11:30 p.m. and open until 4:30 p.m.

Hours Of Operation

	Open		Lunch Start		Lunch End		Close	
Monday	08	00	12	00	13	00	17	00
Tuesday	09	00	00	00	00	00	17	00
Wednesday	08	00	11	00	11	30	16	30
Thursday	00	00	00	00	00	00	00	00
Friday	00	00	00	00	00	00	00	00
Saturday	00	00	00	00	00	00	00	00
Sunday	00	00	00	00	00	00	00	00

Please enter hours in military time.
Add 12 to any time after noon.

1pm = 13:00
2pm = 14:00
3pm = 15:00
4pm = 16:00
5pm = 17:00
6pm = 18:00
7pm = 19:00
8pm = 20:00

To update contact information below, please
double click on the name of the contact.
Please leave Primary Contact checked.

Provider Information (contact)

To add contacts, click on the green '+' sign.

To modify existing contact, click on their first or last name.

You must have 1 primary contact.

The screenshot shows a web interface for managing provider contacts. At the top, there are two tabs: 'Contacts' (selected) and 'Program'. Below the tabs is a green '+' button for adding a new contact. Below that is a table with the following columns: First Name, Last Name, Contact Type, Phone Ext, Phone 2 Ext, Email, Fax, Primary, and an empty column. The table contains one contact: Karen McDonald. The 'Primary' checkbox is checked.

First Name	Last Name	Contact Type	Phone Ext	Phone 2 Ext	Email	Fax	Primary	
Karen	McDonald		(555) 555-5555	() - -		() - -	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Receiving

(Picture is before selecting Order)

The **Receiving** Screen is used for the following:

- 1-Loading your initial inventory
- 2-Receiving your final remaining orders from PICS
- 3-Receiving orders from the DSHS Pharmacy
- 4-Receiving an order transferred from another site

PROVIDER ORDER DETAIL RECEIVING

Order Number **** Please Select **** ▼

Tracking Number

Order Date

Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty	UOM	Lot	Expiration Date	Received Quantity	Tracking Number
<input type="checkbox"/>										

Received By

Receiving for Initial Inventory

The system supports loading your initial inventory via the **Add Line** function. This procedure will also be used to load your final remaining orders from PICs.

Note: *This procedure is used on rare occasions. It is not part of normal operations.*

Populate Initial Inventory

You will need a count of the inventory from your site in order to populate it into the system. The first step in loading the inventory into the system is to select the **Add Line** button.

 **PROVIDER ORDER DETAIL RECEIVING**

Order Number

Go

Tracking Number

Order Date

TOP LEVEL1

Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty1	UOM1	Lot	Expiration Date	Received Quantity	Tracking Number
<input type="checkbox"/>										

BOTTOM LEVEL

Save

Cancel

Received By

Add Line

Remove Line

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Populating Initial Inventory

Selecting the **Add Line** button will bring up the screen below. Next select the **Item ID**

The screenshot shows a web application interface for the Texas Department of State Health Services. At the top, there is a navigation bar with a 'Skip navigation links' link, a 'Sign Out' button, and a user greeting 'Hello pscyr'. Below the navigation bar is the Texas Department of State Health Services logo. The main header displays 'Program: Zoonosis - Customer: DSHS - HSR 01 Lubbock'. A horizontal menu contains buttons for 'Welcome', 'Provider Information', 'Receiving', 'Doses', 'Inventory', 'Place Order', 'Reports', and 'Help'. The 'Inventory' button is highlighted. The main content area is a light blue form with the following fields: 'Item ID' (a dropdown menu with the text '** Please Select **'), 'Lot', 'Expiration Date', 'Quantity', 'Unit Cost', and 'Received By'. A red arrow points to the 'Item ID' dropdown menu. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains the copyright notice: 'Copyright © 2013 Upp Technology Inc. All rights reserved.'

Populating Initial Inventory

Selecting the **Item ID** arrow will bring up a list of the inventory associated with the program you are working on behalf. Next select the **Item ID** that you want to add to your inventory

Skip navigation links

TEXAS
Department of State Health Services

Program: Tuberculosis Elimination Program - Customer: DSHS - HSH02sub Vernon

Welcome Provider Information Receiving Doses Inventory Place Order Reports Help

Item ID: ** Please Select **

Lot: ** Please Select **

Expiration Date:

Quantity:

Received By:

Save Cancel

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Dev/Test:

- 00703904003TB - AMIKACIN VL 1GM 4ML/10
- 00085173301TB - AVELOX TAB 400MG 30
- 59762306002TB - AZITHROMYCIN 250MG 30
- 17478008050TB - CAPSTAT SULF VIAL 1GM 10ML
- 50419077301TB - CIPRO ORAL SUS 10% 100ML
- 55111012701TB - CIPROFLOXACIN TAB 500MG 100
- 55111012850TB - CIPROFLOXACIN TAB 750MG 50
- 00093713806TB - CLARITHROMYCIN TAB 500MG 60
- 61748001101TB - ETHAMBUTOL TAB 100MG 100
- 61748001401TB - ETHAMBUTOL TAB 400MG 100
- 61748001410TB - ETHAMBUTOL TAB 400MG 1000
- 30395266116TB - HUM SIMPLE SYRUP N.F. 16OZ
- 61748001760TB - ISONIAZID CAP 150/300MG 60
- 61748001310TB - ISONIAZID 300MG 1000
- 46287000901TB - ISONIAZID SYRP 50MG/5ML 16OZ
- 00185435101TB - ISONIAZID TAB 100MG 100
- 00143126110TB - ISONIAZID TAB 300MG 1000
- 00185435030TB - ISONIAZID TAB 300MG 30
- 00555007101TB - ISONIAZID TAB 300MG 30
- 50458017001TB - LEVAQUIN ORAL SOL 25MG/ML 16OZ
- 50383028616TB - LEVOPLOXACIN O/SOL 25MG/M 480ML
- 00378121589TB - LEVOPLOXACIN TAB 250MG 50
- 50458092050TB - LEVOPLOXACIN TAB 250MG 50
- 50458092550TB - LEVOPLOXACIN TAB 500MG 50
- 63862053750TB - LEVOPLOXACIN TAB 500MG 50
- 50458093020TB - LEVOPLOXACIN TAB 750MG 20
- 63862053820TB - LEVOPLOXACIN TAB 750MG 20
- 00009513502TB - LINEZOLID - ZYVOX TAB 600MG 20
- 55111016201TB - OFLOXACIN TAB 400MG 100

Populating Initial Inventory

After selecting the **Item ID**, complete the remaining fields on the screen and click **Save**. Use MM/DD/YYYY format for dates. If the date only has month and year, choose the last day of the month. The system will update the inventory. Repeat the process for each Item in the inventory including any outstanding items from PICS

Program: Zoonosis - Customer: DSHS - HSR01sub Canyon

► Welcome ► Provider Information ► Receiving ► Doses ► Inventory ► Place Order ► Reports ► Help

Item ID 13533061802ZOO - HYPERRAB IMMUN SERIUM GLOBULIN 2ML ▼

Lot ZZZZZ

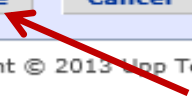
Expiration Date 07/25/2019

Quantity 20

Unit Cost 5.00

Received By John Doe

Save Cancel



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DSHS ITEAMS

Receiving-Accepting an Order

(picture is after selecting order)

Order Number – suffix

Tracking Number

Order Date

Accept – entire or individual

Item Description

Item ID

Requested Quantity

Ship Date

Inner QTY

UOM

Lot*

Expiration Date *


Requested Quantity *



Tracking Number

* Can be edited

Tools ? N N

Skip navigation links

 **TEXAS**
Department of
State Health Services


Sign Out  

Hello pscyr
[Order History](#)
[Change Site](#)

Program: Tuberculosis Elimination Program - Customer: DSHS - HSR02sub Archer City

Welcome Provider Information Receiving Doses Inventory Place Order Reports Help


PROVIDER ORDER DETAIL RECEIVING

Order Number 163234-00  Go

Tracking Number

Order Date 2/28/2013

TOP LEVEL1

Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty1	UOM1	Lot	Expiration Date	Received Quantity	Tracking Number
	Generic Packet Kit Item	PACKET	20.00	3/1/2013	1	DOSE			20	TB000737

BOTTOM LEVEL

Save Cancel Received By Add Line Remove Line

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Receiving Screen- Accepting an Order



Sign Out
Hello pscyr
[Order History](#)
[Change Site](#)

Program: Tuberculosis Elimination Program - Customer: DSHS - HSR02sub Archer City

Welcome Provider Information Receiving Doses Inventory Place Order Reports Help

PROVIDER ORDER DETAIL RECEIVING

Order Number 163234-00 Go

Tracking Number

Order Date 2/28/2013

TOP LEVEL1

Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty1	UOM1	Lot	Expiration Date	Received Quantity	Tracking Number
<input type="checkbox"/>	Generic Packet Kit Item	PACKET	20.00	3/1/2013	1	DOSE			20	TB000737

BOTTOM LEVEL

Save

Cancel

Received By

Add Line

Remove Line

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Receiving

(selecting some items but not all)

Skip navigation links



Sign Out

Hello pscyru
[Order History](#)
[Change Site](#)

Program: Tuberculosis Elimination Program - Customer: DSHS - HSR02sub Archer City

Welcome Provider Information Receiving Doses Inventory Place Order Reports Help

PROVIDER ORDER DETAIL RECEIVING

Order Number 162646-00 Go
 Tracking Number
 Order Date 1/31/2013

TOP LEVEL1

Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty1	UOM1	Lot	Expiration Date	Received Quantity	Tracking Number
<input checked="" type="checkbox"/>	ETHAMBUTOL TAB 400MG 100	61748001401TB	100.00	2/1/2013	100	Tab	QQQ	3/31/2013	100	TB616233
<input checked="" type="checkbox"/>	ETHAMBUTOL TAB 400MG 1000	61748001410TB	10.00	2/1/2013	1000	Tab	IJK9	12/30/2013	10	TB616233
<input checked="" type="checkbox"/>	RIFAMPIN CAP 150MG 30	61748001530TB	30.00	2/1/2013	30	Cap	78UI0	4/28/2014	30	TB616233
<input type="checkbox"/>	ISONARIF CAP 150/300MG 60	61748001760TB	60.00	2/1/2013	60	Cap	PPP	2/28/2013	60	TB616233
<input type="checkbox"/>	RIFAMPIN CAP 300MG 60	61748001860TB	60.00	2/1/2013	60	Cap	LLL	3/31/2013	60	TB616233
<input type="checkbox"/>	PYRIDOXINE TAB 25MG 1000	61748009210TB	100.00	2/1/2013	1000	Tab	TYTYT	12/31/2016	100	TB616233
<input type="checkbox"/>	XYLOCAINE SDV 1% 2ML/25MPF	63323049227TB	25.00	2/1/2013	25	Vial	S45	5/28/2015	25	TB616233
<input type="checkbox"/>	LEVOFLOXACIN TAB 500MG 50	65862053750TB	50.00	2/1/2013	50	Tab	UJN6	12/31/2015	50	TB616233
<input type="checkbox"/>	LEVOFLOXACIN TAB 750MG 20	65862053820TB	60.00	2/1/2013	20	Tab	A123	5/30/2016	60	TB616233
<input type="checkbox"/>	PYRAZINAMIDE TAB 500MG 100	67253066010TB	50.00	2/1/2013	100	Tab	POL4	12/31/2013	50	TB616233

BOTTOM LEVEL

Save

Cancel

Received By

Add Line

Remove Line

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Dev/Test

Receiving Procedure

System provides the ability to receive just one or two items or all items. If all the contents on order are correct the user:

1. Clicks **Accept**
2. Completes **Received By**
3. Clicks **Save**
4. System removes the **Order** number from drop down
5. System updates **Inventory – Except for Packet Orders**

Skip navigation links

 **TEXAS**
Department of
State Health Services

Program: Tuberculosis Elimination Program - Customer: DSHS - HSR02sub Archer City

Sign Out

Hello pscyr
[Order History](#)
[Change Site](#)

► Welcome ► Provider Information ► Receiving ► Doses ► Inventory ► Place Order ► Reports ► Help

PROVIDER ORDER DETAIL RECEIVING

Order Number 163235-00

Tracking Number

Order Date 2/28/2013

TOP LEVEL1

<input type="checkbox"/>	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty1	UOM1	Lot	Expiration Date	Received Quantity	Tracking Number
<input type="checkbox"/>	RIFAMPIN CAP 300MG 60	61748001860TB	2.00	3/1/2013	60	Cap	LLL	3/31/2013	2	TB000738
<input type="checkbox"/>	LEVOFLOXACIN TAB 500MG 50	65862053750TB	2.00	3/1/2013	50	Tab	UJN6	12/31/2015	2	TB000738
<input type="checkbox"/>	LEVOFLOXACIN TAB 750MG 20	65862053820TB	2.00	3/1/2013	20	Tab	BBBB	5/30/2016	2	TB000738
<input type="checkbox"/>	PYRAZINAMIDE TAB 500MG 100	67253066010TB	2.00	3/1/2013	100	Tab	POL4	12/31/2013	2	TB000738

BOTTOM LEVEL

Received By sec

8/1/2013

Inventory Reconciliation

Your Program defines how you will reconcile your inventory.

Hansen's uses Simple Inventory Reconciliation = **Current Inventory** Screen

Refugee uses Simple Inventory Reconciliation = **Current Inventory** Screen

STD uses Simple Inventory Reconciliation = **Current Inventory** Screen

TB uses Complex Inventory Reconciliation = **C-33 Inventory** Reconciliation

Zoonosis uses Complex Inventory Reconciliation = **C-33 Inventory** Reconciliation

Simple Inventory users will only see the **Current Inventory** Screen.

Complex Inventory users will only see the **C-33 Inventory** Reconciliation Screen.

Users that support multiple programs may see both screens.


Complex Inventory users will see the **Units Distributed** screen and the **Wasted Expired** Screen.

Current Inventory Screen

Use the current Inventory Screen for simple Inventory Reconciliation. Currently, STD, Refugee, and Hansen's Programs use this.

Program: Refugee Health Screening - Customer: Midway Family Planning

[Welcome](#) [Provider Information](#) [Receiving](#) [Doses](#) [Inventory](#) [Place Order](#) [Reports](#) [Help](#)

 **CURRENT INVENTORY**

Please enter your current inventory. Only include state-provided items (not privately purchased).

1. Physical on-hand count is required each month.
2. On hand count should be by Item ID and Description.
3. You must click "Save" at the bottom of the screen after entering your inventory.

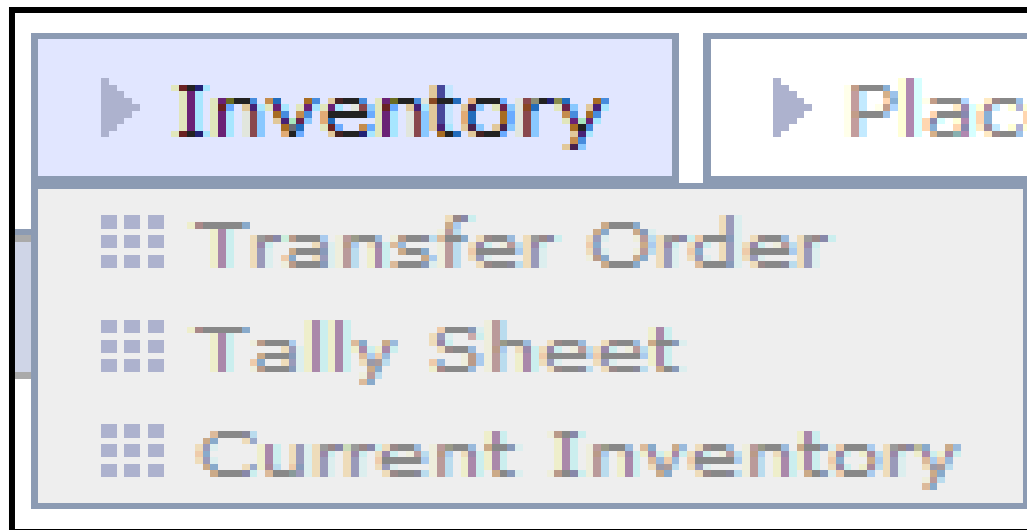
Date	Item ID	Item Long Description	Alert	Lot	Expiration	UOM	Unit Qty	MSL	Quantity/Total Items On Hand
4/3/2013	52054055028RHS	ALBENZA TAB 200MG 28CT		987654	7/30/2013	Tab	28	0	<input type="text" value="11"/>
4/3/2013	23155003801RHS	PAROMOMYCIN SULFATE CAP 250MG 100		63982214	2/28/2014	Cap	100	0	<input type="text" value="1"/>
4/3/2013	00536355601RHS	VITAMIN B-12 1000MCG 100		123ASEF5	12/31/2013	Tab	100	0	<input type="text" value="1"/>

[Save](#) [Cancel](#)

Inventory Tab – Hansen's, Refugee, and STD

System has three sub-menus under the **Inventory** tab:

- **Transfer Order**
- **Tally Sheet**
- **Current Inventory**



Inventory Tab – TB and Zoonosis

System has four sub-menus under the **Inventory** tab:

- **Transfer Order**
- **Waste and Expired**
- **Provider C-33 (Inventory Reconciliation)**
- **Tally Sheet**



Inventory Tab – Transfer Order

System allows a user to generate a transfer to another site.

Transferring To:

Location ID:

Go

Provider Name:

Address

Phone:

Contact:

Order Number: 163853

Order Date: 04/15/2013

Item Number	Description	Lot	Expiration	Quantity on Hand	Units to Transfer	Reason For Transfer
-------------	-------------	-----	------------	------------------	-------------------	---------------------

Comment:

Transferred By:

Save

Cancel

Click ONCE on the Save button.

Inventory Tab – Transfer Order

Once the user inputs the receiver's Location ID and clicks **Go**, the system populates the screen with:

- Receiver's demographics, phone and contact
- **Order Number**
- **Order Date**
- Sending Site's inventory

Transferring To:						
Location ID:		<input type="text" value="02-049070001"/>	<input type="button" value="Go"/>			
Provider Name:		Midway Family Planning	Phone:	3256468429	Order Number:	163859
Address		1500 Terrace Dr	Contact:	Joy Parker	Order Date:	04/15/2013
		Ste 35				
		Brownwood TX 76801				
Item Number	Description	Lot	Expiration	Quantity on Hand	Units to Transfer	Reason For Transfer
23155003801RHS	PAROMOMYCIN SULFATE CAP 250MG 100	1234	1/30/2013	0	<input type="text" value="0"/>	** Please Select **
50419074701RHS	BILTRICIDE TAB 600MG 6CT	6669823	9/15/2015	100	<input type="text" value="0"/>	** Please Select **
50419074701RHS	BILTRICIDE TAB 600MG 6CT	ASED125	3/31/2013	12	<input type="text" value="0"/>	** Please Select **
51645076001RHS	FERROUS SULFATE 325MG GRN TAB 100	546982S	5/1/2013	100	<input type="text" value="0"/>	** Please Select **
51672200201RHS	CLOTRIMAZOLE CR 1% 15GM	965874	3/31/2014	400	<input type="text" value="0"/>	** Please Select **

Inventory Tab – Transfer Order

A user can not transfer an item with a zero balance or more than the quantity on hand. Also, the system requires a reason be chosen from the drop down list for each item being transferred.

Item Number	Description	Lot	Expiration	Quantity on Hand	Units to Transfer	Reason For Transfer
PACKET	Generic Packet Kit Item			6	<input type="text" value="0"/>	** Please Select **
65862053820TB	LEVOFLOXACIN TAB 750MG 20	BBBB	5/30/2016	899	<input type="text" value="0"/>	** Please Select **
67253066010TB	PYRAZINAMIDE TAB 500MG 100	POL4	12/31/2013	899	<input type="text"/>	<div>Reason For Transfer</div> <div><div>** Please Select **</div><div>** Please Select **</div><div>I like to Transfer Stuff</div><div>Needed by another Provider</div><div>Overstocked</div><div>Product unavailable in DSHS Pharmacy</div><div>Short Expiration Date</div></div>

Inventory Tab – Transfer Order

After clicking **Save**, system generates a transfer form to print and place in the shipment as a packing list.

[illegible]

Inventory Tab – Transfer Order

At the bottom of the Transfer screen

- **Comment** - reason for transfer and/or special instructions
- **Transferred By** – user completing action
- Clicking **Save** completes the transfer and decrements the inventory



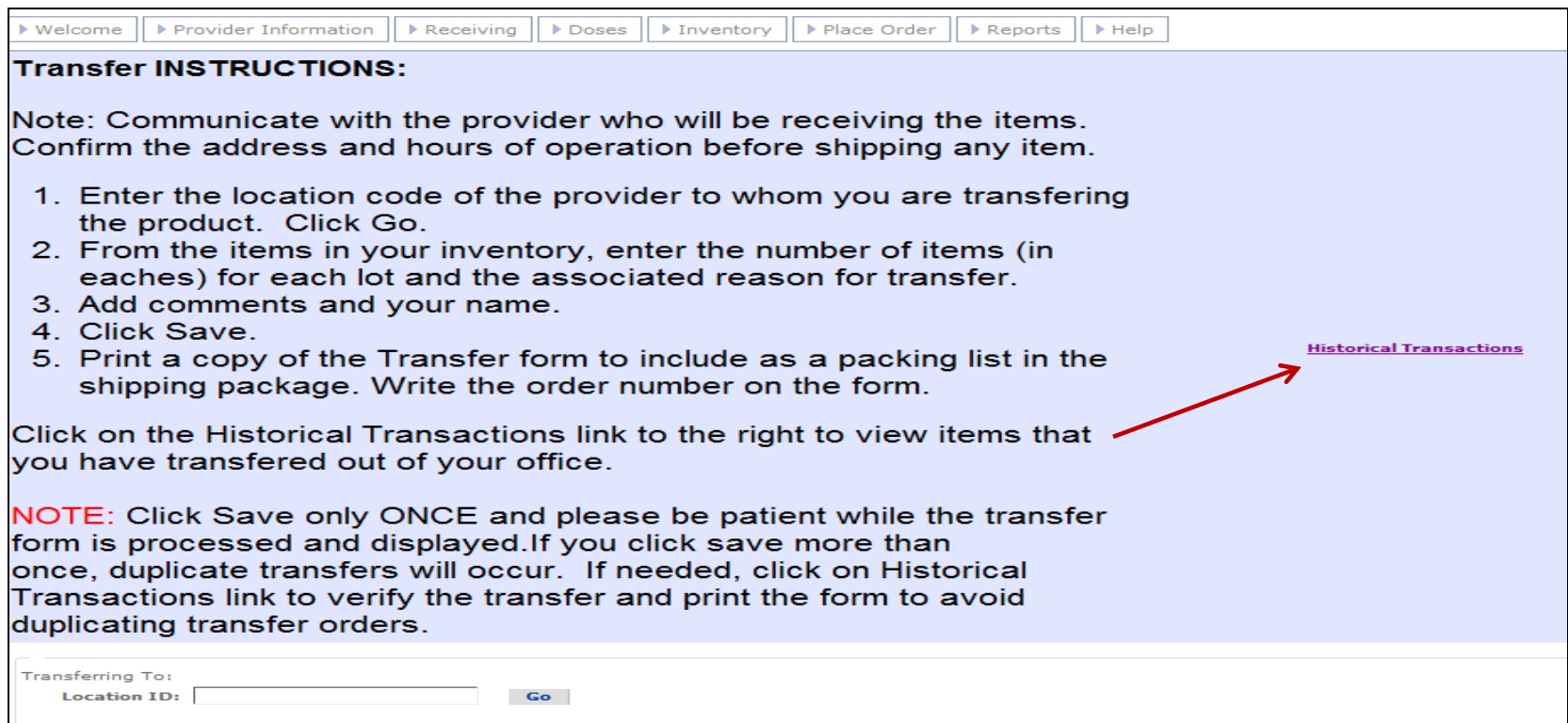
The screenshot shows the bottom section of a web application interface. It has a light blue background. On the left, the label "Comment:" is followed by a large, empty text area with a vertical scrollbar. Below this, the label "Transferred By:" is followed by a smaller, empty text input field. To the right of these fields are two buttons: "Save" and "Cancel". Below the "Transferred By:" field and buttons, the text "Click **ONCE** on the Save button." is displayed.

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Inventory Tab – Transfer History

System contains a record of all transfers sent as well as received. To access the history the user:

- Clicks on **Inventory Tab** then **Transfer Order**
- Once system returns the **Transfer Order** screen, click on the **Historical Transactions** hyperlink (link is located under the Transfer Instructions)



► Welcome ► Provider Information ► Receiving ► Doses ► Inventory ► Place Order ► Reports ► Help

Transfer INSTRUCTIONS:

Note: Communicate with the provider who will be receiving the items. Confirm the address and hours of operation before shipping any item.

1. Enter the location code of the provider to whom you are transferring the product. Click Go.
2. From the items in your inventory, enter the number of items (in eaches) for each lot and the associated reason for transfer.
3. Add comments and your name.
4. Click Save.
5. Print a copy of the Transfer form to include as a packing list in the shipping package. Write the order number on the form.

Click on the Historical Transactions link to the right to view items that you have transferred out of your office.

NOTE: Click Save only ONCE and please be patient while the transfer form is processed and displayed. If you click save more than once, duplicate transfers will occur. If needed, click on Historical Transactions link to verify the transfer and print the form to avoid duplicating transfer orders.

Transferring To:
Location ID:

Inventory Tab – Transfer History

User chooses history of transfers **Sent** or **Received**

Program: Tuberculosis Elimination Program - Customer: City of Amarillo Public HD - LHD

Welcome Provider Information Receiving Doses Inventory Place Order Reports Help

TRANSFER HISTORY

Transfer: ☒ Sent ☐ Received ←

1 of 2 18 Items 10 /Page Go

	Order	Status	Order Date	From Site Code	From Site	To Site Code	To Site	Approver
+	163233-00	Open	2/28/2013	01-375010000	City of Amarillo Public HD - LHD	01-375010000	City of Amarillo Public HD - LHD	
+	163010-00	Shipped	2/15/2013	01-375010000	City of Amarillo Public HD - LHD	06-201070251	Harris County PHES - LHD	sec
+	162985-00	Packed	2/14/2013	01-375010000	City of Amarillo Public HD - LHD	01-375010000	City of Amarillo Public HD - LHD	
+	162891-00	Received	2/7/2013	01-375010000	City of Amarillo Public HD - LHD	11-061010000	Cameron County HD Hwy 83 - LHD	sec

Inventory Tab – Transfer History

Clicking the ‘+’ sign next to the identified transfer expands and reveals the **Detail History** of the transfer.

Program: Tuberculosis Elimination Program - Customer: City of Amarillo Public HD - LHD

Welcome Provider Information Receiving Doses Inventory Place Order Reports Help

TRANSFER HISTORY

Transfer: ☒ Sent ☐ Received

1 of 2 18 Items 10 /Page Go

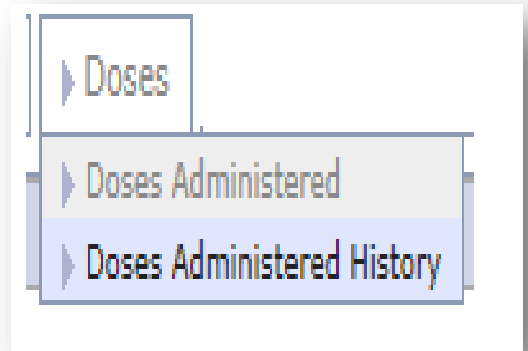
Order	Status	Order Date	From Site Code	From Site	To Site Code	To Site	Approver																		
163233-00	Open	2/28/2013	01-375010000	City of Amarillo Public HD - LHD	01-375010000	City of Amarillo Public HD - LHD																			
<div>Detail History</div> <table><thead><tr><th>Line</th><th>Item ID</th><th>Description</th><th>Item Substituted</th><th>Suggested Quantity</th><th>Lot</th><th>Expiration</th><th>Quantity</th><th>Tracking ID(s)</th></tr></thead><tbody><tr><td>1</td><td>67253066010TB</td><td>67253066010TB</td><td></td><td>0.00</td><td></td><td></td><td></td><td></td></tr></tbody></table> <div>Comment</div>								Line	Item ID	Description	Item Substituted	Suggested Quantity	Lot	Expiration	Quantity	Tracking ID(s)	1	67253066010TB	67253066010TB		0.00				
Line	Item ID	Description	Item Substituted	Suggested Quantity	Lot	Expiration	Quantity	Tracking ID(s)																	
1	67253066010TB	67253066010TB		0.00																					
163010-00	Shipped	2/15/2013	01-375010000	City of Amarillo Public HD - LHD	06-201070251	Harris County PHES - LHD	sec																		
162985-00	Packed	2/14/2013	01-375010000	City of Amarillo Public HD - LHD	01-375010000	City of Amarillo Public HD - LHD																			
162891-00	Received	2/7/2013	01-375010000	City of Amarillo Public HD - LHD	11-061010000	Cameron County HD Hwy 83 - LHD	sec																		
162892-00	Packed	2/7/2013	01-375010000	City of Amarillo Public HD - LHD	01-375010000	City of Amarillo Public HD - LHD																			

The Doses Tab - Complex Inventory Users (TB & Zoonosis)

System shows two different drop down menus from the **Doses** tab:

- **Doses Administered**
- **Doses Administered History**

Before the user is allowed to open/record the site's physical inventory on the **Provider C-33 (Inventory Reconciliation)** screen or place an order, the system requires the completion of the doses administered for the entire/ last calendar month.



Doses – Units Distributed

The system provides the user with the next date range to record the site's units distributed data. Also, it requires the completion of a complete calendar month before going to the next calendar month.

Program: Tuberculosis Elimination Program - Customer: Community Health Center of Lubbock

► Welcome ► Provider Information ► Receiving ► Doses ► Inventory ► Place Order ► Reports ► Help

UNITS DISTRIBUTED DATA ENTRY

1. Pay close attention to the Date Range on this screen.
2. Record your Units Distributed under the Quantity column.
3. Enter your name and click Save at the bottom.

Units Distributed for date range below:

From Date: 02/01/2013 To Date: 02/28/2013

Description	Item ID	Lot	Expiration	Units Distributed	Comment	Error
LEVOFLOXACIN TAB 500MG 50	65862053750TB	31354	12/19/2013	<input type="text"/>	<input type="text"/>	

Entered by:

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Doses – Doses Administered History

System allows the user to go 'back in time' to edit units distributed data. However, the edit(s) do not decrement the current inventory on hand.

Program: Tuberculosis Elimination Program - Customer: Co

► Welcome ► Provider Information ► Receiving ► Doses ► Inventory ► Place Order ► Reports

UNITS DISTRIBUTED HISTORY

If you have saved your units distributed data more than once a month, the web portal shows the **Date** column. If you need to correct units distributed that you have already entered for

0. Select the month and year in the drop down menus below
0. Click Go.
0. Correct the number of units that were distributed for the item.
0. Click Save. The number will be updated, but the date will not change.

Month2 Year

Date	Item Description	Item ID	Lot	Expiration	Units Distributed	Comment
03/04/2013	LEVOFLOXACIN TAB 500MG 50	65862053750TB	31354	12/19/2013	<input type="text" value="2"/>	

Entered By sec

Wasted and Expired

A user can not waste an item with a zero balance or more than the quantity on hand. Also, the system requires a reason to be chosen from the drop down list for each item.

Item Number	Item Description	Lot1	Expiration1	UOM1	Quantity on hand	Unused Amount	Reason	Cost each
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	aaa	5/30/2014	Vial	94	<input type="text" value="0"/>	<div>** Please Select **</div> <div> <div>** Please Select **</div> <div>Damaged seal, particulate, etc</div> <div>Expired</div> <div>Failure to store properly</div> <div>Item's integrity compromised (vial broken, container seal compromised, etc.)</div> <div>Mechanical Failure</div> <div>Natural disaster/power outage</div> <div>Parent/Patient Refused after opening</div> <div>Reconstituted Product Prematurely</div> <div>Spoiled in transit from the supplier</div> <div>Storage temperature too cold</div> <div>Storage temperature too warm</div> <div>Theft</div> <div>This is a test</div> </div>	3.00
49281019020ZOO	IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	nnnn	3/21/2014	Vial	24	<input type="text" value="0"/>		100.00
49281025051ZOO	IMOVAX RABIES VACCINE 1ML	ccc	3/1/2014	Vial	49	<input type="text" value="0"/>		50.00
63851050101ZOO	RABAVERT RABIES VACCINE 1ML	rrr	4/5/2013	Vial	1	<input type="text" value="0"/>		1110.00
<div>Explanation Of Loss</div> <div></div>								

Inventory - Wasted and Expired

User is required to complete:

1. Explanation of Loss
2. Steps to Prevent Future Losses
3. Checking all steps taken
4. Approved By section for name/initials and date

Item Number	Item Description	Lot1	Expiration1	UOM1	Quantity on hand	Loss Quantity	Reason	Cost each
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	555	12/12/2014	Vial	99992	1	Failure to store properly	100.00
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	767812	5/2/2013	Vial	69	0	** Please Select **	10.00
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	aaa	5/30/2014	Vial	90	0	** Please Select **	0.00
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	GGG	12/31/2015	Vial	189	0	** Please Select **	988.00
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	H87654	3/15/2014	Vial	199	0	** Please Select **	0.00
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	J8738	1/31/2014	Vial	24	0	** Please Select **	3.20
49281019020ZOO	IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	H1290-2	5/11/2014	Vial	495	0	** Please Select **	450.99

Explanation Of Loss	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Staff left item on counter over night</div>
Prevent Future Losses	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Staff was retrained on proper clinic procedures and proper storage of items</div>
Check All That Apply (Must check one)	<input type="checkbox"/> Trained staff to rotate stock and use the product with the soonest expiration first. <input type="checkbox"/> Trained staff to notify Zoonosis Control Branch and Pharmacy 90 days before expiration so product may be distributed to another site. <input type="checkbox"/> Due to oversupply of product and decreased patient demand, product could not be used prior to expiration date at this location or other DSHS site. <input checked="" type="checkbox"/> Trained staff to take immediate action to correct out-of-range temperatures and to contact DSHS Pharmacy about viability of product
Approved By: <input type="text" value="scyrus 5-1-2013"/> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Save</div>	

Inventory – Wasted and Expired

After the user clicks **Save**, system refreshes to a form containing all information from previous screen.

Wasted or Expired Vaccines						
PIN:	050001	Phone:	(936) 832-1139			
Facility Name:	ANGELINA CO CITIES HLTH DIST	Contact:	SARAH ADAMS			
Address:	503 HILL ST LUFKIN, TX 75904					
Explanation of Loss						
staff left vaccine on counter after clinic closed						
Step To Prevent Future Losses						
staff was re-trained on proper clinic procedures and proper storage of vaccines.						
<input type="checkbox"/> Trained staff to notify LHD or HSR 90 days before vaccines expire (if loss due to expiration)						
<input type="checkbox"/> Trained staff to rotate stock using the shortest dated product first (if loss due to expiration)						
<input checked="" type="checkbox"/> Trained staff to take immediate action to correct out of range temperatures, and to contact LHD or HSR (if loss due to temperature)						
Vaccine	NDC	Lot Number	Expiration	Doses	Reason	Cost
INFANRIX (DTAP), PF syringe (Ped)	58160-0810-52-P	MB12345	01/15/16	-10.00	Failure to store properly	\$148.50

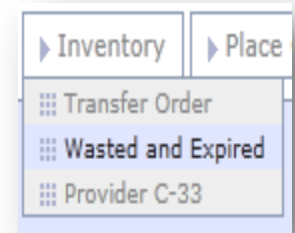
Inventory – Wasted and Expired History

To access historical transactions:

- Click on **Inventory, Wasted and Expired** tab
- Click on **Historical Transactions** hyperlink

System retrieves a 2nd menu box instructing you to:

- Enter a **Starting Date** and **Ending Date**
- Click **Submit**



were taken to ensure that this does not happen again.

3. Check any applicable boxes for the training that was conducted in order to prevent further loss. At least one check box must be checked.
4. Enter your name and click Save.
5. If you are using the form as a packing slip, please mark through any items that you are *not* shipping back in that package.

[Historical Transactions](#)

Note: Because every item is now recorded, there may be cases that do not require extensive explanation and additional training (e.g. damaged vial, broken needle, etc.).

Item Number	Item Description	Lot1	Expiration1	UOM1	Quantity on hand	Loss Quantity	Reason
-------------	------------------	------	-------------	------	------------------	---------------	--------

Enter the start and end date and click Submit. It will display the Wasted/Expired forms within those dates.

Starting Date

Ending Date

Inventory – Wasted and Expired History

System refreshes and displays under **Main Report** a list of all forms generated during the specified timeframe. To retrieve, highlight number or click page advance page. System will refresh and display the form generated for the transaction selected.

Ending Date: 1/16/2013

Submit

Parameters Group Tree

1 / 1+

Main Report

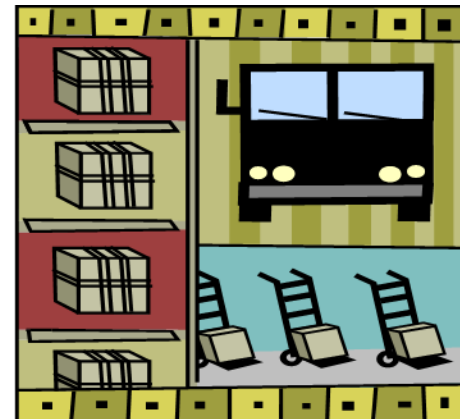
7,397,242	
7,397,240	

PIN: 25024

Inventory Reconciliation

Provider C-33 Screen

Each month a user is required to update the site's physical count. The system does not allow the user to access this screen until the last calendar month's doses administered are recorded. Also, the provider can not place an order without updating the inventory on the **Provider C-33(Inventory Reconciliation)** screen unless the inventory is within the last three days.



Inventory Reconciliation

Provider C-33 Screen

If a site's physical count is not the same as the **Automated Total Doses**, the user must choose a **Reason for Adjustment** for each line item that is different.

Last Ran 03/20/2013 16:30:58

Item Description	Item ID	Lot	Expiration	Expiration Alert	Automated Total Amount	Physical Count	Math Error	Adjustment	Reason for Adjustment	Beginning Quantity	Quantity Received	Units Distributed	Quantity Transferred Out	Expired or Wasted Quantities
HYPERRAB IMMUN SERUM GLOBULIN 2ML	13533061802ZOO	aaa	05/30/2014		94		-94	94		94	0	0	0	0
IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	49281019020ZOO	nnnn	03/21/2014		24		24	-24	Accounting Problem-Cause Unknown	24	0	0	0	0
IMOVAX RABIES VACCINE 1ML	49281025051ZOO	ccc	03/01/2014		49		49	-49	I like to Reconcile	49	0	0	0	0
RABAVERT RABIES VACCINE 1ML	63851050101ZOO	rrr	04/05/2013	Expired	1		1	-1	Inaccurate Count(failed to record units distributed)	1	0	0	0	0
									Inaccurate Count(failed to record units recieved)					
									Initial Inventory					
Group Zoonosis (Rabies) Total					168	0				168	0	0	0	0

Inventory Reconciliation

Provider C-33 Screen

[Welcome](#) |
 [Provider Information](#) |
 [Receiving](#) |
 [Doses](#) |
 [Inventory](#) |
 [Place Order](#) |
 [Reports](#) |
 [Help](#)

Inventory Reconciliation

1. This page shows all activity since the last time you reconciled your inventory. Note the "Last Ran" date.
2. Complete all other transactions (Receiving, Transfers, Wasted/Expired, Doses Administered up to today) before entering your Physical Count.
3. In the Physical Count column, enter the number on-hand for each Item ID and lot.
4. If your physical count does not match the Automated Total Doses quantity, make sure that all orders have been received and all items that were distributed, transferred, wasted, or expired have been recorded. Return to and update those pages as needed.
5. If, after careful review, there is still a discrepancy between your on-hand count and the system count, enter the reason for the adjustment using the drop-down menu. The need for this should be minimal.
6. When all lines match or have been reconciled, enter your name and hit save at the bottom.

Effective immediately! When a user clicks SAVE on their Inventory: Provider C-33 screen all Items/lots with a zero balance will be removed! However, there are risks with this implementation. For example, if you do not follow the steps in the correct order in the web portal, you can delete items you need to record doses, complete transfers, or record wasted/expired. It is critical the user conduct the steps in the web portal exactly as outlined.

Last Ran 05/31/2013 13:34:12

Item Description	Item ID	Lot	Expiration	Expiration Alert	Automated Total Amount	Physical Count	Math Error	Adjustment	Reason for Adjustment	Beginning Quantity	Quantity Received	Units Distributed	Quantity
LEVOFLOXACIN TAB 750MG 20	65862053820TB	BBBB	05/30/2016		38		-38	38		38	0	0	
PYRAZINAMIDE TAB 500MG 100	67253066010TB	POL4	12/31/2013		200		-200	200		200	0	0	
PYRIDOXINE TAB 25MG 1000	61748009210TB	BBCV	03/31/2018		2000		2000	-2000		2000	0	0	
TUBERSOL VIAL 5TU-10 TEST 1ML	49281075221TB	I9990	12/27/2016		0		0	0		0	0	0	
XYLOCAINE SDV 1% 2ML/25MPF	63323049227TB	S45	05/28/2015		10		10	-10		10	0	0	
XYLOCAINE SDV 1% 2ML/25MPF	63323049227TB	WHYTB	04/25/2018		50		50	-50		50	0	0	
Group TB program Total					2298	0				2298	0	0	

Alert

Entered By

Accounting Problem-Cause Unknown
 I like to Reconcile
 Inaccurate Count (failed to record units distributed)
 Inaccurate Count(failed to record units recieved)
 Initial Inventory

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Inventory Reconciliation

Provider C-33 Screen

System has three **Alerts** :

- **Short Dated** – item that is going to expire in 90 day or less
- **Expired** – item that is past the expiration date and has not been removed from the site's inventory
- **Rotation of Stock** – user documented administering an item with a longer expiration date

Item Description	Item ID	Lot	Expiration	Expiration Alert	Automated Total Amount	Physical Count	Math Error	Adjustment	Reason for Adjustment
HYPERRAB IMMUN SERUM GLOBULIN 2ML	13533061802ZOO	aaa	05/30/2014		94	<input type="text"/>	-94	<input type="text" value="94"/>	<input type="text"/>
IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	49281019020ZOO	nnnn	03/21/2014		24	<input type="text"/>	24	<input type="text" value="-24"/>	<input type="text"/>
IMOVAX RABIES VACCINE 1ML	49281025051ZOO	ccc	03/01/2014		49	<input type="text"/>	49	<input type="text" value="-49"/>	<input type="text"/>
RABAVERT RABIES VACCINE 1ML	63851050101ZOO	rrr	04/05/2013	Expired	1	<input type="text"/>	1	<input type="text" value="-1"/>	<input type="text"/>
Group Zoonosis (Rabies) Total					168	0			

Alert

Expired Stock2 This product has expired

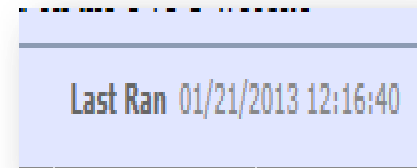
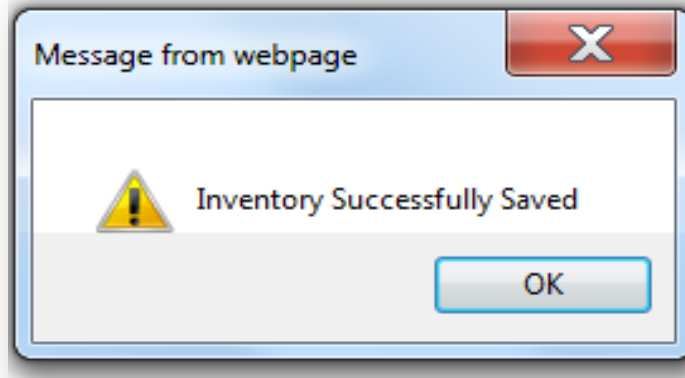
Entered By

Inventory Reconciliation

Provider C-33 Screen

When the user updates their inventory and clicks **Save**, the system will:

- Provide a popup message stating **Inventory Successfully Saved**
- Remove all items(s) with a zero balance
- Change the **Automated Total Doses** to be the physical count
- Change the **Beginning Doses** to be the same as the **Automated Total Doses**
- Change the **Last Ran** date on the screen to current date/time



Place Order

System **does not allow** access to this screen without the sequential completion of:

- Recording doses administered for the last calendar month
- Reconciling inventory within the last three days

System **does** provide an error message if user:

- Enters a Quantity greater than the Suggested Quantity without something in Comments

System **does allow user** to order a quantity greater than the system's suggested quantity if a justifiable reason is provided as long as the **Maximum Stock Level (MSL)** has been entered.

Item Description	Unit Qty	UOM	Suggested Quantity	Quantity To Order (each)	Quantity Units Ordered	Special Instructions	Comment
RABAERT RABIES VACCINE 1ML	1	Vial	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>
IMOVAX RABIES VACCINE 1ML	1	Vial	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>
IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	1	Vial	16	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>

Place Order-Bulk Order

City/State/zip Lubbock, Texas 79425 County Lubbock Contact Donald Trevino Email dtrevino@upp.com Phone (773) 777-9311 Order Class SO Order Type R TOF					City/State/zip Lubbock, Texas 79425 County Lubbock Contact Donald Trevino Email dtrevino@upp.com Phone (773) 777-9311 Carrier LSO Service Pool ZOO				
--	--	--	--	--	---	--	--	--	--

BULK ORDER DETAIL PLACE HOLDER									
Item ID	Item Description	Unit Qty	UOM	Suggested Quantity	Quantity To Order (each)	Quantity Units Ordered	Special Instructions	Comment	Error Message
63851050101ZOO	RABAERT RABIES VACCINE 1ML	1	Vial	40	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	
49281025051ZOO	IMOVAX RABIES VACCINE 1ML	1	Vial	40	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	
49281019020ZOO	IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	1	Vial	40	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	1	Vial	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	

Comment

☐ The address on the Provider Information tab is correct.

☐ The Hours Of Operation on the Provider Information tab are correct.

Submitted By

Place Order-Packet Order

Click on the Add button to create a new packet order.
Click on the Filter button to search for a packet order.

Filter **Add**

Order Number 164486-00	Order Status Hold
Order Date 05/15/2013	
Customer 00-303000000	Sold To 00-303000000
Name DSHS - HSR 01 Lubbock	Name DSHS - HSR 01 Lubbock
Address 8042 North 73rd Street	Address 8042 North 73rd Street
City/State/Zip Lubbock, Texas 79425	City/State/Zip Lubbock, Texas 79425
County Lubbock	County Lubbock
Contact Donald Trevino	Contact Donald Trevino
Email dtrevino@upp.com	Email dtrevino@upp.com
Phone (773) 777-9311	Phone (773) 777-9311
Order Class Work Order	Carrier Lone Star Overnight
Order Type Regular	Service
	Pool

☐ **Generate Patient ID**

Number of Packets

Confirm Patient ID

PACKET ORDER DETAIL

Item ID - Description	Pills Per Packet	Total no. of pills
<input type="text" value="** Please Select **"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>

Special Instructions

TRACKING ID(S)

Tracking ID

☐ The address on the Provider Information tab is correct.

☐ The hours of operation on the Provider Information tab are correct.

Submitted By

Save **Cancel**

Place Order

Once the user clicks the **Submit** button, the system generates a new popup message box and refreshes to a confirmation page.



Place Order

The confirmation page provides:

- **Order Number-00** (last two digits are the order suffix) **Note:** Order can have a suffix of 01, 02, etc. **Do not enter suffix when searching.**
- Summary of only the items ordered
- Opportunity to print a copy of the order for the provider's records

Location ID
01-381000000,

Thank you for placing your order. Order # 163868-00 has been submitted for approval. Please use the print button on the bottom of this page to print a copy for your records.

TOF

Item Description	Item ID	Item ID	Suggested Quantity	Requested Qty	Comment
IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	49281019020ZOO		16.00	1.00	

Please list any upcoming days your office will be closed that deviate from your standard operating hours.

Order Date 4/15/2013

Name of person approving order: sec

[Print](#)

Order History – Search for Order

Select bulk or packet order on the **Order Tab** then 'filter' then 'go' to view **Order History**:

- Order Number and possible additional orders with suffixes due to partial orders
- Status of the order(s)
- Changes made to the order at the LHD, HSR or State levels
- Past orders and contents

Program: Zoonosis - Customer: DSHS - HSR01sub Canyon

▶ Welcome ▶ Provider Information ▶ Receiving ▶ Doses ▶ Inventory ▶ Place Order ▶ Reports ▶ Help

Click the Add button to create a bulk order
Click the Filter button to search for an order.

[Filter](#) [Add](#)

Order

Order Date to

Approved By [Go](#)

◀◀ ◀ 0 of 0 ▶▶ 0 Items 10 /Page [Go](#)

Order	Order Date	Order Status	Approved By
Select			

Bulk Order After 'Go' Selection

Program: Zoonosis - Customer: DSHS - HSR01sub Canyon

► Welcome ► Provider Information ► Receiving ► Doses ► Inventory ► Place Order

Click the Add button to create a bulk order
Click the Filter button to search for an order.

Filter **Add**

Order
Order Date to
Approved By **Go**

◀◀ 1 of 1 ▶▶ 2 Items 10 /Page **Go**

Order	Order Date	Order Status	Approved By
163868-00	4/15/2013	Hold	sec
163481-00	3/20/2013	Hold	sec

Select

Order type service

Order History-After order selection

Click the Add button to create a bulk order
Click the Filter button to search for an order.

Filter **Add**

Order Number 163868-00
Customer 01-381000000
Name DSHS - HSR01sub Canyon
Address 300 Victory Dr.
City/State/Zip Canyon, TX 79016
County
Contact James Alexander; Tonya Finch
Email james.alexander@dshs.state.tx.us
Phone 8066557151
Order Class Sales Order
Order Type Regular
TOF

Program ZOO - Zoonosis
Ship To 01-381000000
Name DSHS - HSR01sub Canyon
Address 300 Victory Dr.
City/State/Zip Canyon, TX 79016
County
Contact James Alexander; Tonya Finch
Email james.alexander@dshs.state.tx.us
Phone 8066557151
Carrier LSO
Service
Pool ZOO

BULK ORDER DETAIL PLACE HOLDER

Item ID	Item Description	Unit Qty	UOM	Suggested Quantity	Quantity To Order (each)	Quantity Units Ordered	Special Instructions	Comment	Error Message
49281019020ZOO	IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	1	Vial	16	<input type="text" value="1.00"/>	1.00	<input type="text"/>	<input type="text"/>	

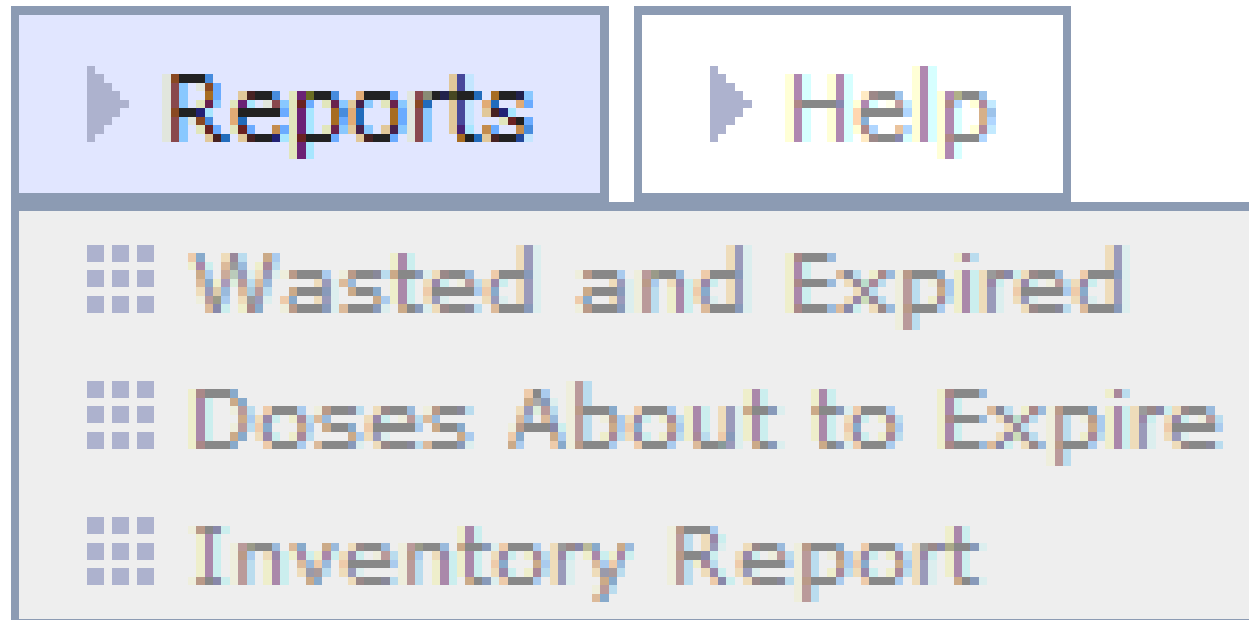
Carton(s)

Comment

☒ The address on the Provider Information tab is correct.
☒ The Hours Of Operation on the Provider Information tab are correct.
Submitted By **Save** **Cancel**

Reports

The following reports are available.



Reports – Wasted and Expired

Enter the start and end date and click Submit. It will display the Wasted/Expired forms within those dates.

4/1/2013
5/31/2013
Submit

Parameters Group Tree 1 / 1+ 100%

CRYSTAL REP 2008

rt

Texas Wasted or Expired Vaccines 7,738,213

PIN: 02-485010000 Phone: (777) 777-7777
Facility Name: Wichita Falls - Wichita County HD - LHD Contact: Trevino Sandwich
Address: 1700 Third St
none
Wichita Falls, TX 76301

Explanation of Loss
Left out on counter overnight

Step To Prevent Future Losses
Staff trained on clinical practice

☐ Trained staff to rotate stock and use the product with the soonest expiration first.
☐ Trained staff to notify Zoonosis Control Branch and Pharmacy 90 days before expiration so product may be distributed to another site
☐ Due to oversupply of product and decreased patient demand, product could not be used prior to expiration date at this location or other DSHS site.
☒ Trained staff to take immediate action to correct out-of-range temperatures and to contact DSHS Pharmacy about viability of product

Vaccine	NDC	Lot Number	Expiration	Doses	Reason	Cost
IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	49281019020ZOO	H1290-2	05/11/2014	4.00	Failure to store properly	\$0.00
TOTAL COST						\$0.00

Reports – Doses About To Expire

Report displays all vaccines to expire within next 90 days OR have already expired as of the **Last Ran** date on the **Provider C-33** screen. Contents include: **PIN/Site, Date of Report, Item Number, Vaccine, Lot, Expiration, Day(s) to Expiration, Dose in Inventory, and Total Costs (does not display for EPN).**

Program: Zoonosis - Customer: Wichita Falls - Wichita County HD - LHD

Receiving Doses Inventory Place Order Reports Help

1 / 1 100%

CRYSTAL REPORTS® 2008

Doses About to Expire

PIN: 02-485010000

Date of Report: 6/10/2013

Item Number	Vaccine	Lot	Expiration	Day to Expiration	Dose in Inventory	Total Cost
49281025051ZOO	IMOVAX RABIES VACCINE 1ML	H11093-c	08/15/2013	66	5	\$0.00
Total					5	0.00

Reports – Inventory Report

Displays current inventory

Tree < 1 / 1 > 100%							CRYSTAL REPORT 2008	
Inventory Detail							Date: 6/10/2013 9:42:53PM	
Program: TB								
Site Parkridge Pregnancy Center								
Item Id	Description	Lot	Expiration	Unit Cost	Quantity	<90 Days		
00000010131TB	SYRINGE 27GX1/2 100	AL3456	2/21/2014	0.00	100			
00008411701TB	TRECATOR TAB 250MG 100	A45897	3/15/2018	0.00	1,123			
00009513502TB	LINEZOLID - ZYVOX TAB 600MG 20	C564444	2/25/2015	0.00	200			
00009513502TB	LINEZOLID - ZYVOX TAB 600MG 20	CCCd	3/30/2015	0.00	2,900			
00013530117TB	RIFABUTIN-MYCOBUTIN CAP150/100	25jjj	3/25/2014	0.00	729			
00085173301TB	AVELOX TAB 400MG 30	BG67896	2/2/2016	0.00	60			

Help

This is how the help screen looks. Information may be added or deleted by the administrators of the site. It can be configured for each program. To get information added, you will need to contact the help desk iteams.helpdesk@dshs.state.tx.us.